

## STANDARDIZED MLF COMMENT MATRIX PRIMER

The matrix below is a Word document table to be used as a template for submitting comments on Master Lesson Files. Except as noted below, an entry is required in each of the columns. To facilitate consolidating matrices from various sources, do not adjust the column widths.

### Column 1 – ITEM

Numeric order of comments. Accomplish when all comments from all sources are entered and sorted.

### Column 2 – SUBMITTED BY

MLF SME - SME

Mobile Training Teams: MTT

Ground Training Branch: GTB

Marine Corps Systems Command: MCSC

Tactical Training Exercise Control Group: TTECG

School of Infantry (East/West): SOI-E, SOI-W

Marine Combat Training (East/West): MCT-E, MCT-W

The Basic School: TBS

### Column 3 – SOURCE

Mobile Training Teams: MTT

Ground Training Branch: GTB

Marine Corps Systems Command: MCSC

Tactical Training Exercise Control Group: TTECG

School of Infantry (East/West): SOI-E, SOI-W

Marine Combat Training (East/West): MCT-E, MCT-W

The Basic School: TBS

### Column 4 – TYPE

C – Critical (Factually incorrect material that will potentially cause harm)

S – Substantive (Factually incorrect material)

N – New (Information relating to new TTPs or equipment)

A – Administrative (grammar, punctuation, style, etc.)

### Column 5 – PAGE

Page numbers expressed in decimal form using the following convention:

(PP.7 = PowerPoint page 7; LP.1-4 = Lesson Plan pages 1 to 4)

0 – General Comments

PP.xx – PowerPoint Presentation

LP.xx – Lesson Plan

TQ.xx – Test Questions

IPG.xx – Instructor Prep Guide

PE.xx – Performance Exam

SH.xx – Student Handout

### Column 6 – PARA

If applicable, paragraph number that pertains to the comment expressed. (i.e. 4a, 6g, etc.)

### Column 7 – COMMENT

To facilitate adjudication of comments, copy complete sentences into the matrix so that it may not be necessary to refer back to the publication to understand the rationale for the change. Do not use Tools, Track Changes mode to edit the comments in the matrix. Include deleted material in the comment in the strike through mode. Add material in the comment with underlining. Do not combine separate comments into one long comment in the matrix, (i.e. 5 comments rolled up into one).

### Column 8 - RATIONALE

Provide concise objective explanation of the rationale for the comment.

### Column 9 - DECISION

A - Accept

R – Reject (Rationale required for rejection.)

M - Accept with modification (Rationale required for modification.)

**NOTE:** This column is used only when comments from all sources are compiled and evaluated. No rationale required for accepted items. Rationale for rejection is placed in the rationale comment box and highlighted for clarity. For modifications, the complete modified language will be placed (and annotated) as the bottom entry for that item in the “Comments” column and the rationale for the modification placed in the rationale comment box and highlighted for clarity.

### MLF Comments Matrix

[illegible]

# MCES C-IED MTC SOP

## Annex L

## MLF COMMENTS MATRIX